

PLANNING AND DEVELOPMENT DEPARTMENT

MEMORANDUM

To: Sophia Pagoulatos

From: Bonique Salinas

Date: September 2, 2008

RE: Addressing Duties and General Procedures

This memo addresses the duties required of the three official addressers in the City of Fresno:

1. **Counter Addressing for Permit Purposes:** Applicants come to the Planning front counter because the Building and Safety Division front counter staff refers them to us for the purpose of putting addresses in HTE in order for the applicant to submit for plan check.
 - i. Most of the time, Ed Paz does this, but Israel and Bonique usually get at least one call a day to do this when Ed is busy.
 - ii. Usually it is a suite number that needs to be added into the system.
 - iii. First the planner at the counter verifies that the address is not in HTE.
 - iv. Planner pulls up address editor and pulls up the main address for the site or the site address. If there are other suites assigned to the same address, we know there is a good chance that this other suite number is a legitimate address.
 - v. We look in the addressing drawers (alphabetized by street name) to see if we have an addressing plan for the subject building/ commercial or industrial center on file. If we find this, and we see that the suite was already assigned but never put in HTE/GIS, we simply put the address in address editor and then it is automatically put in HTE and GIS.
 - vi. If the addressing plan is not in the addressing drawer, we check the job address file for the official addressing plan.
 - vii. If it is not in the job address file and it is an older building or older commercial/industrial center or older apartment complex, we check microfiche for an official addressing plan.

- viii. If the official address plan is not in any of these places and we know that the entitlement was recently approved, we ask the planner if they have a copy of the addressing plan.
- ix. If we can't find a copy of the official address plan, we try and determine if the address they are providing is a legitimate address by other means including field visits, address editor, aerial photos, or other documentation.
- x. Once we enter a new address in the system, we fill out a "Notice of Official Address" slip and attach a site plan, aerial, and/or floor plan to the slip and give it to Joann to route. This is copied and routed to 15-20 agencies/departments.
- xi. This process takes anywhere from 10-30 minutes, or longer if we have to do a site visit.

2. Addressing New Developments Upon Request From the Planner Just Prior to

Project Approval: We recommend that planners request that the addresses for buildings being approved with an entitlement application be assigned prior to issuing the conditions of approval. This is to ensure that the applicant is aware of the addresses ahead of time and the standard addressing blurb can be put in the conditions of approval. Only about half of the staff seems to be doing this and ideally we would like everyone to do it. Although these addresses are official assigned addresses, they are only assigned on paper and are not put into address editor/HTE until the applicant comes in for plan check.

- i. The planner brings an 11x17 inch copy of the site plan to one of the official addressers one to two weeks prior to issuance of the conditions of approval for the proposed project.
- ii. We address the apartment complex, retail center, office or industrial complex (whatever the entitlement application is for) in accordance with our Policies and Procedures manual. These procedures are located in the Policy and Procedure Manual as Volume 1, Issue No 8 (general addressing procedure), Volume 3, Issue No. 10 (addressing apartments and condominiums), Volume 4, Issue No. 14 (addressing commercial centers/uses), Volume 5, Issue No. 15 (addressing office and industrial complexes).
- iii. There are a few exceptions to these Policies and Procedures. The following are ways that we assign addresses now that are inconsistent with what is detailed in the Policy and Procedures manual:

Apartments and condominiums

- a. We assign an overall site address to the complex which will have an S/A designation in the apartment field. This is the address that site grading, site lighting, carport, garage, and laundry room permits go under.

- b. Every main building (not out/accessory buildings) will have a + designation attached to it in addition to individual suite numbers. For example, in a 20 unit apartment complex with 4 single story buildings that each have 5 units, you will have to assign 25 addresses. If the address you assign is 4545 Smith Street, you will have a 4545 Smith Street S/A, 4545 Smith Street 101+, 4545 Smith Street 106+, 4545 Smith Street 111+, 4545 Smith Street 116+, 4545 Smith Street 101 (and a separate address for the 19 remaining units). If there is an office building that will have mail delivered to it, you can give it the separate address of 4545 Smith Street with nothing in the apartment field. The + designations are so that the Building and Safety Division can issue building permits for the shell building rather for the individual units.

Commercial (Retail) Centers

- a. We now give suite numbers to tenant spaces rather than individual addresses for each space as detailed in the Policy and Procedure Manual, especially for small strip retail centers. For large retail centers where buildings are attached but are clearly separate spaces (such as an in-line grocery store with tenant spaces adjacent to both sides of the grocery store, or a Target attached to another large retailer such as Smart and Final), we will assign separate street addresses for each tenant rather than suite numbers for each space. It depends on the situation. We may also consider assigning individual addresses rather than suite numbers at the request of the applicant.

Office/Industrial Centers

- a. We now assign a separate address for each building rather than one address for the entire site and suite numbers. Thus, number 4 in the Policy and Procedures Manual for this type of complex no longer applies. Each building will have suite numbers as appropriate.

Campuses (i.e. Churches, Schools, Single Industrial users with multiple buildings)

Our Policy and Procedures Manual currently does not have a procedure for addressing these types of facilities. Addressing these types of facilities has been discussed at the weekly HTE/Addressing meetings and the following was the policy/procedure that was agreed upon:

- a. Since this type of facility will only receive mail in one location, only one overall address is needed. The main building (which will typically be an office building) will receive the primary address (i.e. 9999 North First Street). We will also give a site address, just lower than the main building address (i.e. 9995 North First Street S/A). This will be the address that permits for all of the out buildings will be put under.
 - b. Since none of the other buildings (classrooms, warehouses, libraries, fellowship halls, etc.) will receive mail, there is no need for separate mailing addresses. However, we still have to distinguish these buildings from the main office building for permit history and emergency services purposes. In order to do this, all buildings (with the exception of accessory buildings such as carports, garages, etc.) will be given letter suite designations (along with a B/ to indicate it is a "Building") with the main address as the primary address (i.e. 9999 North First Street B/A, 9999 North First Street B/B, etc.). These buildings will be known as Building A, Building B, etc., on the address plan and on the mandatory on-site address directory, and should be posted as Building A, Building B, etc. The slash (/) is necessary when the buildings are put in HTE in order to identify these addresses as "non-mailing" addresses. When mass mailings are done, addresses that have a + or / in the apartment field do not come up.
 - c. If a second mailing address is required for the site (for example, for a caretaker's residence), a second address may be assigned, but shall only be used for that building (i.e., it shall not be used as the base address for any of the other non-mailing address buildings). This address shall be posted and included on the address directory.
- iv. When assigning suite numbers for office, industrial, or retail projects, we will only address the range of suite numbers and make a note on the address plan that new suite numbers are assigned every 20-feet and that suite numbers will not be assigned until tenant improvements are submitted to Building and Safety. If the building is 100-feet long, we will indicate that the suite numbers will range from 101-105.
- v. For office, industrial, or retail projects with multiple buildings, all of the buildings will be assigned addresses on paper, but only the site address will be entered into the computer at the time the conditions of approval are issued. If it is a vacant parcel and there was an address already existing at that site, all we do is add an S/A to that address to make it the site address. The addresses for the remaining buildings will be put in the system (in address editor) once a plan check is submitted to Building and

Safety for a particular building. A note should be added to the address plan so that the applicant is aware that they need to come to the Planning Counter to have the address entered into the system prior to submitting for plan check.

- vi. Once the addresses for the building(s) is/are determined, they are written in red ink on the site plan and the plan is then stamped with the official address stamp and signed by the 'Official Addressor'.
- vii. Once we assign all addresses, we fill out a "Notice of Official Address" slip and attach the site plan (address plan) and give it to Joann to route. This is copied and routed to 15-20 agencies/departments. Before we give the address plan to Joann to be routed, we also make two extra copies and give one to the planner to put in their site plan or CUP file, and put one in the address drawer. The original address plan should end up in the address drawer but it sometimes takes a while, so it is a good idea to put one in the drawer in the meantime.

3. **Addressing AT&T and Comcast boxes:** There are two separate ways that this occurs, which are as follows:

A. When the Box/Pedestal is in the Public Right-of-Way

- i. As long as the box is not blocking a driveway or located directly in front of the front yard of a single family home (or duplex, triplex, etc.), all the applicant needs from Planning is an address so they can submit for building permits. They only need building permits for the actual structure, and approval from Public Works for placing a structure in the public right-of-way. After the planner verifies that the structure is within the right-of-way and not in front of a residence, we assign the address off of the street the structure will be located along. Although the structure will not be located on a property, when we assign the address, it needs to be attached to a parcel or the applicant will not be able to apply for building permits.
- ii. These types of structures always have M/C designations in the apartment field in order to distinguish them from mailing addresses.
- iii. The planner (official addressor) adds the address into address editor for the applicant. We do not need to fill out an "Official Address" slip because this address will receive no mail or emergency services. The only people who need confirmation of the address is PG&E, Building and Safety, and Public Works, who all have access to our GIS system.

B. When the Box/Pedestal is Located On-Site (a parcel vs. in the right-of-way)

- i. Usually a planner will take the paperwork for these entitlements from the applicant before getting an address assigned. They will give the entitlement to either Bonique, Ed, or Israel to address. They need the address assigned before they can enter the application into HTE. We

(the official addressors) will determine the best address for the site based on the surrounding addresses, and other criteria normally used when assigning addresses.

- ii. The planner (official addressor) adds the address into address editor and writes the correct address in on the application and gives the paperwork back to the planner. We do not need to fill out an "Official Address" slip because this address will receive no mail or emergency services.

4. Addressing other miscellaneous devices that require addresses for PG&E purposes:

- i. Often times people will come in because they need an address for PG&E. The most common structure, other than AT&T and Comcast boxes are meters for landscaping (which require electricity and thus need an address for PG&E purposes). Frank Saburit in Land Division is the person who assigns L/S (landscaping) addresses. These are usually associated with a tract or a landscape median and he verifies that various fees are paid prior to assigning the L/S address. This address is used for billing the water service used for this landscaping. The applicant can use this address for PG&E purposes as well. However, there are times when the applicant needs to set up the account with PG&E and has not yet (and cannot yet) pay all the fees that they need to pay before Frank assigns the L/S address. In these cases, we confirm the situation with Frank, and then go ahead and assign an M/C (rather than an L/S) type of address so that they can receive PG&E service.
- ii. The planner (official addressor) adds the address into address editor for the applicant. We do not need to fill out an "Official Address" slip because this address will receive no mail or emergency services.

5. Addressing new cell towers

- i. When a conditional use permit is submitted for a new cell tower site, we have to assign a new address for this cell tower rather than using the existing site address or associated building address. This was done in the past and caused confusion (the cell tower needs its own PG&E meter and building permits).
- ii. When the application is submitted at the front counter, before entering the application into HTE, we (the official addressors) will determine the best address for the cell tower facility based on the surrounding addresses, and other criteria normally used when assigning addresses.
- iii. The planner (official addressor) adds the address into address editor for the applicant. We do not need to fill out an "Official Address" slip because this address will receive no mail or emergency services. We then write the new address on the CUP application and take it in in HTE under this new address.

6. Address Changes: Occasionally members of the public (probably about twice a month) will call or come to the counter requesting an address change.

- A. If it is a person requesting their home address be changed, it is a fairly easy process, which is as follows:
 - i. We request that they submit a letter in writing requesting the address change and pay the \$100 address change fee.
 - ii. The planner verifies that the person requesting the address change is the owner by checking in the ownership information we have in Iview and/or HTE.
 - iii. We check in address editor to see if there is an address number available that will work in the requested location. We verify that the applicant is okay with that address (usually people are changing the address for religious or personal reasons (i.e. they don't like 666, 7 is an unlucky number, etc.)).
 - iv. We make the change in address editor and let the applicant know that they need to post the new address in about 2 weeks and let their mail carrier know about the change.
 - v. The Planner fills out a "Notice of Official Change Address" slip and attaches an aerial photo with the new address highlighted/circled and gives it to Joann to send out to the same list of agencies discussed above. Make two copies of the slip and make sure one gets into the job address file for both the old and the new address (if you highlight the address, Records will know which file to put the slip in).
 - vi. Planner e-mails Susan Sensano at the USPS and Linda Brauer in Utility Billing to let them know right away about the address change because it could be a couple of weeks before they receive the official notice of the address change.
 - vii. Make a note in HTE about the address change so it is clear that records for the house were previously under a different address. To do this, in HTE, go to 24, 1, 1. Next, type in the address, hit enter, and then put a 6 in the left column next to the address. Next, hit F6 and enter ADDR in Code, then add the date and put an S for Special. In the next screen, just add the note about the site previously having a different address.
- B. If a person is requesting that their business change suite number, the process is a little different. This has happened a couple of times in the past few months. For example, a couple of months ago a business owner came in and was concerned because he had received a suite number from his landlord and came in to the City to get a permit for a tenant improvement. The City informed him that that suite number had already been used for another tenant improvement. This business owner already had letterhead and other documents changed to

reflect the suite number he had received from the landlord. There were enough suites in the range to give the other space a different suite number if they agreed to it. The business owner contacted the other tenant and they agreed to change their suite number. The following is the procedure for this type of address change:

- i. We request that they submit a letter in writing requesting the address change and pay the \$100 address change fee.
 - ii. We require that the applicant submit verification from the other tenant that they agree to the change.
 - iii. The planner verifies that the person requesting the address change is the owner by checking in the ownership information we have in Iview. If they are not the owner, we require that they submit a letter from the owner.
 - iv. We check in address editor to see if there is a suite number available that will work in the requested location. In order to do this, we require that the applicant submit a floor plan.
 - v. We look up the two addresses in HTE to see if there are any building permits that need to be changed over to the correct addresses. We let Joyce Richards in Records know about the change of address right away and she changes all the permit hard copies and asks Brian Leong to make the changes in HTE. We (the official addressors) have the ability to move the permits over to the correct addresses and will do it occasionally but prefer that Building and Safety make the changes in order to ensure that there is no confusion
 - vi. We make the change in address editor.
 - vii. The Planner fills out a "Notice of Official Change Address" slip and attaches an aerial photo with the new address highlighted/circled and gives it to Joann to send out to the same list of agencies discussed above.
- C. Sometimes we have to change an address because suite numbers were assigned incorrectly. When we initially address a commercial building, we generally assign a new address every 20-feet. When we initially assign addresses, we don't know how many tenant spaces will be in the building (which can change over time) so we assign a new address every 20-feet to ensure that we have enough of a range in case they split tenant spaces. Initially, only enter the building address into Address Editor and write the range of suite numbers on the building (for example, if the building is 100-feet long, we put a range on the building of 101-105). We don't put individual suite numbers in the computer until a person comes in for a tenant improvement (unless, when the shell building comes in for plan check, the floor plan shows that they are pre-dividing the building up into separate tenant spaces. Usually this is not the case). When someone comes in for a tenant improvement and needs an address, the planner

at the counter verifies that the address being requested is the correct address by looking at the proposed floor plan and existing site plan. If it is a tenant space in the middle of the building we must make sure we skip a suite number for every 20-feet. Sometimes this is difficult because the site plan the applicant has is not to scale. We generally have to take the applicants word for where exactly the tenant space will be located within the building. This sometimes causes problems. For example, recently a person came in to file a plan check for a space that was adjacent to the first space (suite 101). They assumed they would be suite 102. However, a previous applicant was assigned suite 102. Since they were the second door after suite 101, they also assumed they would be suite 102 and came into the counter and we allowed them to be suite 102. However, there was a space in between suites 101 and 102 that didn't have a door when the building was originally constructed. We had to determine what to do in this situation. The following is the procedure for this type of address change:

- i. After the applicant of this new tenant improvement comes to the Planning Counter to notify us of this discrepancy, the planner pulls the official addressing plan for this building/center (as described in Number 1 above) to make sure that there really is a discrepancy.
 - ii. Verify what stage the plan check/permit is in for the other suite number (the one already assigned suite 102 in this situation). If the permit still has not been finalized, we know for sure that the tenant has not moved into the space yet. If the permit has been finalized, it may be difficult to request that they change their suite number (we would request that the number be changed to suite 103 in this situation).
 - iii. Contact the contractor of the other tenant improvement to see try and get information, including contact information, about the future tenant. The contractor's contact information can be found in HTE under the plan check number.
 - iv. Once contact is made with the tenant, inform them that we are requiring that they change their suite number (to suite 103 in this situation).
 - v. If the tenant indicates that they have already had official documents and letterhead, business cards, etc., created with the original address they were assigned, the planner takes the issue to the Director to determine what to do in this situation. We would prefer they be reassigned a suite 103, but the Director can make the determination to allow them to keep the 102 address, and then we would have to give the new tenant space an address of 101A or something similar. We don't like to give letter designations as official addresses unless it is our only option.
- D. Sometimes we will have to change an address at the request of the Fire Department, the Post Office, or other member of the Addressing/HTE committee. Sometimes it will be because an address was assigned off of the side street and the front door of the house faces the other street, or because addresses are out of order. When this happens, we do the following:

- i. Since these issues usually come up at our weekly addressing/HTE meetings, Israel and Bonique will usually decide at the meeting who will look into the issue.
- ii. Once we confirm that the addresses need to be changed (either by a site visit or looking in address editor, or both), we use our common sense to determine if the address discrepancy causes enough of a health and safety issue to justify requiring people to change their address. We can have our manager or the Director make this determination if it is not an obvious determination.
- iii. If we decide that the address has to be changed, we determine what the best new addresses would be and fill out a "Notice of Official Change of Address" form. In these situations we use the electronic form (in Word) rather than the paper triplicate form. We then send out a letter indicating the new address along with the Notice to both the property owner and tenant/occupant. We usually give the owner at least two months to make the change but will sometimes extend this deadline at their request. The letter has the deadlines and contact information. We also send this letter out to the usual list of 15-20 agencies/departments that we send address notifications to.
- iv. If it is more than one address that needs to be changed, we try and have the property owners coordinate so that all the new addresses are posted at the same time.
- v. We wait 2-weeks to see if we get any calls or appeals from the owner(s). If we receive an appeal, we let the Director know and he or she can make the determination if we still require them to change the address(es) or allow them to keep their address(es). If the Director decides to still require the address(es) be changed, we set a council date for the appeal hearing.
- vi. If there are no appeals, we look up the addresses in HTE to see if there are any building permits that need to be changed over to the correct addresses. We let Joyce Richards in Records know about the change of address right away and she changes all the permit hard copies and asks Brian Leong to make the changes in HTE. We (the official addressors) have the ability to move the permits over to the correct addresses and will do it occasionally but prefer that Building and Safety make the changes in order to ensure that there is no confusion.
- vii. We make the change in address editor.
- viii. We change over any planning documents in HTE to the new address(es).
- ix. After the two months has elapsed, the Planner goes on a site visit to confirm that the address(es) has/have been changed.

- x. If the new addresses have not been posted, we send out a second letter giving them 2 weeks to make the change.
 - xi. We visit the site again to verify that the address has been changed. If it still has not been changed, we let code enforcement know about it.
7. **Addressing Inquiries/Verification:** Often the post office (both the local office and sometimes the Sacramento office) will contact us to verify an address. Sometimes a person will contact them and give them a new mailing address and it doesn't show up in the system. The post office has access to the addresses put into address editor/GIS but sometimes it is not clear what the official recognized address of site/building/suite is so they call to confirm. Also, sometimes the public will call in and are not sure of the address of a building. The following is the procedure for verifying an address:
- i. We look in the addressing drawers (alphabetized by street name) to see if we have an addressing plan for the subject building/ commercial or industrial center on file. If it is a newer building, there is a good chance the addressing plan will be here.
 - ii. If the addressing plan is not in the addressing drawer, we check the job address file for the official addressing plan (we also need to check Web City View because a lot of the job address files have been scanned).
 - iii. If it is not in the job address file and it is an older building or older commercial/industrial center or older apartment complex, we check microfiche for an official addressing plan.
 - iv. If the official address plan is not in any of these places and we know that the entitlement was recently approved, we ask the planner if they have a copy of the addressing plan.
 - v. If we can't find a copy of the official address plan, we try and determine if the address they are providing is a legitimate address by other means including field visits, address editor, aerial photos, or other documentation.
8. **Addressing Appeals:** Occasionally an applicant will appeal an assigned address. Usually, if an applicant is unhappy with an address, we can work with them to assign another address that is still appropriate and that works within the boundaries of the Fresno Municipal Code and our Addressing Policies and Procedures. If we can't work it out, the applicant can appeal to the Director, and then appeal to the City Council. Like any other item going before the City Council, a staff report would be required.
9. **Addressing New Subdivisions:** Israel is in charge of addressing subdivisions. When he gets a new tract or parcel map to address from Jon Bartel, he will assign it to himself, Ed or Bonique to address. There is a Policy and Procedure (Volume 2, Issue No. 9 that discusses how to address subdivisions. This is a good starting point, and should be referenced, but since the way subdivisions are now addressed is a little more specific the procedure for addressing new subdivisions is discussed below:

- i. We usually have a full size map to work with. The first thing we must do is determine what the appropriate address range is (both north, south and east, west). To do this, we go into address editor and locate the site where the proposed subdivision is located (we can usually do this with the intersection). If we click on "images" in address editor, we can click on the scanned image of the map and it will show up on the site and show where the individual parcels will be located.
- ii. We can then click "show addresses" and see what the most appropriate address range for the new development is based on what the existing adjacent addresses are. When doing this, make sure to reference Exhibit A of Volume 1 of the addressing Policies and Procedures because whether a side of a street is addressed even or odd can change from one block to the next.
- iii. Once we know the address range, we can determine how many addresses we need to skip between each lot. Once we know this, we usually write the proposed addresses in pencil on the map. When assigning these addresses, make sure to consider the following:
 - a. When issuing addresses, we try and not repeat addresses in a development (if we have a 5535 on one street, we try not to have a 5535 on the next street over). If it is a large tract, this may not be possible.
 - b. Make sure the addresses are in sequence (houses across the street from each other should be close in sequence to each other).
 - c. Do not assign a house a 00 address (i.e. 4300).
- iv. Once we have double checked the addresses and made sure they work, we rewrite the addresses in pen.
- v. Next, we enter the addresses in address editor. We need to have the map image on in address editor to make sure addresses are being placed on the correct lots (the parcel lines will not yet be in the system so we need the map image to know where the parcel lines are). There is a very specific way to enter addresses for new subdivisions into address editor that ensures that addresses can be looked up by specific tract and lot numbers. Anyone who needs to know the addresses for the specific tract (PG&E, the Post Office, the developer, etc) can view these addresses on-line by going to the City's website (<http://www.fresno.gov/Government/DepartmentDirectory/PlanningandDevelopment/Planning/Addressing.htm>) and typing in the Tract number. Since this is the way addresses for new tracts get out to the necessary recipients, there is no need to send out anything.

- vi. Sign and date the address plan and put in the drawer near Israel's cubicle.

10. **Weekly HTE/Addressing Meeting:** At least one planning division staff member is required to attend this weekly meeting which is scheduled every Wednesday from 10am-11am but sometimes goes until 11:30am. Most weeks both Israel Trejo and Bonique Salinas from the Planning Division attend this meeting, although we sometimes rotate and go every other week. This meeting is also attended by ISD, Land Division, Utility Billing (Finance Dept.), Business Licensing (Finance Dept.), Building and Safety, and should be attended by the Fire Department but they have opted to no longer attend. Israel and I usually take a few hours before the meeting on Wednesday to prepare for the meeting. Israel and Bonique always have several items on the agenda that we are responsible for researching and resolving.
11. **Responding/Researching Addressing and Street Name Discrepancies/ Problems:** At our weekly meetings on Wednesday, issues are often brought up by the Post Office, ISD, Finance, etc., and Israel and Bonique are generally responsible for researching and resolving the issues. Anything in the City that involves addressing or street names is referred to one of us. These issues can range from something as minimal as verifying an address (as discussed above) to something more complex that involves hours of research, site visits, and other work.
12. **Working With Other Departments To Get Their Addressing Systems Up to Date:** Since the Planning Division is responsible for the official addresses in the City of Fresno, when other departments are cleaning their systems and trying to verify that the addresses that they have in their system are official addresses, we have to coordinate with them. Currently, Bonique and Israel are working with the Finance Department (specifically, Business Licensing) to help them develop a system to verify some of their unverified addresses. When they have customers who come to their counter requesting a business license at an address that does not exist in the system, they usually add the address to their system, but note that it is not in HTE as an "official address". They are in the process of changing their system and want to clean up their current system by verifying some of the unverified or "unofficial address". Israel and Bonique have had several meetings with them and have developed a system that should work. It may involve our Department spending an hour or so a week when they need help verifying addresses. They also will have about 1-2 customers a week who will come to the Planning Counter to verify their address before they will issue a business license.
13. **Private Street Name Covenants:** We have had several requests recently for private street names. For example, Community Hospital has requested three separate private street names for streets that have been recently vacated. Several new and existing buildings are located off of these private streets. Another example of a recently approved private street name request is North El Adobe Drive for an existing condominium complex. The residents of this complex did not like having unit numbers and wanted individual addresses and also wanted to have addresses off of a street name other than North West Avenue. They requested that their existing internal driveway be designated as a private street name for the purposes of assigning addresses off of. The purpose of a private street name covenant is to officially establish

a physical area as a private street. The following is the procedure for preparing a private street name covenant:

- i. The applicant submits a written request for establishing the private street, along with a legal description of the centerline of the street, a map (preferably a drawing prepared by an engineer) of the proposed private street, and a title report for the subject property.
- ii. Planner gets the legal description verified by someone in Land Division.
- iii. The planner prepares the covenant and then sends it to the City Attorney's office for review.
- iv. When the covenant is returned from the City Attorney's office, the planner makes the necessary changes and then sends it back to the attorneys office to be signed.
- v. Planner then contacts the applicant to pick up the covenant.
- vi. The applicant signs the covenant (and has any necessary subordinations signed) and returns it to the planner. Next, the planner has his or her supervisor initial the covenant and then has the director sign it.
- vii. The covenant is recorded in the usual manner and once we receive a confirmed copy of the covenant, we make a copy and give it to Jon Bartel so he can make the necessary changes. He then contacts Gary Unruh who adds the street into address editor/GIS.
- viii. Once we confirm that the street is in address editor, we can assign new addresses off of this street.

14. Street Name Change Requests:

- i. Review the proposal with the Street Name Committee. The Committee consists of representatives from the Public Utilities Department, Fire Department, Police Department, Planning Department, ISD and the US Postal Service. The purpose of the committee is to resolve duplication and confusion arising from, and to give advice on, the naming of streets. (2-3 weeks)
- ii. A staff report, with environmental document and recommendation, is prepared. The project is then scheduled for a Planning Commission hearing. Property owners (and tenants) located within 350 ft. of the project area (entire length of street) are noticed of the hearing via U.S. mail. The project may also be noticed in a newspaper of general circulation. The Planning Commission will consider the recommendation (s) of the Street Name Committee. (2 months)
- iii. If the Planning Commission determines that the street name should be changed, its determination and recommendation is forwarded to the City

Council. A City Council hearing is then noticed in the same manner as the Planning Commission hearing. If the Commission determines that no change is necessary, the project dies. Any interested person may appeal the decision of the Planning Commission to the City Council. (1 month)

The street name change application fee is \$1,580. The fee to change a street address is \$100 per address. The fee to physically change the street name sign is \$173 per sign.

For example, if 10 street signs and 100 addresses need to be changed, the costs associated with the street name change would be approximately \$8,310.

15. **Updating Our Policies and Procedures:** I have tried to include updates to our existing policies and procedures as much as possible in this memorandum, but the policies and procedures themselves need to formally be revised and updated. This process could take a substantial amount of staff time, but needs to happen in the near future.
16. **Updating The Way We Store Official Address Plans:** One of the reasons addressing takes so much time is because of the way we store our official address plans. We need to move to a completely electronic system. There is a way to scan site plans into address editor. We are hoping to have a system in which the original address plan is hand written on and then scanned into address editor. If changes need to be made to the address plan, we hope to be able to do them electronically instead of having to replace the existing electronic document. Gary Unruh has indicated that this is possible and he is working on something similar already. The hard part is trying to scan in all of the old address plans that are located in the Address Drawer, Job Address File, or the microfiche. This will definitely require an additional staff person or will be a major project for an existing staff member.